SCALE CALIBRATION – FOR ADVANCED USERS ONLY

In case the scale loses its accuracy, then the re-calibration of the scale may be needed. The load cell of this precision scale is normally protected against overloaded weight applied slowly, but overload caused by dropping the scale or dropping something heavy on the scale may require re-calibration.

CAUTION: Please do not attempt any calibration by yourself unless you have a 500-gram weight available. Otherwise the scale will render itself into a useless state and requires servicing. If the scale did come from a colder or warmer environment let it first stay for sometime to be at the same temperature as your current environment.

Plug the mains adapter to the power supply. The scale will turn on and display ©Elane then Selftest. Press Zone 1 key while it displays selftest. The scale will then ask you to put a 500-gram weight on the platform. The scale will indicate that you need to wait as it automatically recalibrates the scale. When it is done, the scale will restart automatically.

ERROR MESSAGES

Under Load During start up, if the zero frequency of the scale is less than the software defined range, the scale will display Under Load.

Remove Weight If the scale is ON with the weight placed or if the scale is ON on a non vibrating surface or if the zero frequency is more than the software defined range, the scale will display Remove Weight.

Overload If the weight placed on the platform is more than the capacity of the scale it will display Overload.

Excesswt If the weight placed on the platform is more than the weight range of the particular postal service, it will display ExcessWt.

NEOSYS
DOCUMAIL

User's Manual

T3 Singapore
Electronic Postage Computing Scale

BASIC TECHNICAL DETAILS

Maximum Capacity	: 3000 g
Accuracy	: 1 g
Tare	: Unlimited (up to scale's maximum capacity)
Power Supply	: 9 - 12 volt AC adapter
Power Consumption	: Approx. 400mW
Dimensions/Weight	: Overall: 7¾" × 5½" × 2¼"
Platform	: 5" × 5½" (opens for flats)
Unit Weight	: 520 g
Packaged Weight	: 1050 g

BASIC SERVICES AVAILABLE

1. **Standard (S)**
   Regular (Sr)
   Large (Sl)
2. **Non Standard (NS)**
3. **Surface Oversea (Surface Mail) – (SO)**
4. **AirMail – Zone 1, 2, 3, 4 (A1, A2, A3, A4)**
5. **SpeedPost IslandWide Parcel (SPI)**

INSTRUCTIONS

A. START-UP INSTRUCTIONS and DISPLAY

1. Plug the mains adapter supplied with the scale into the mains and connect the adapter's output plug to the input socket at the rear of the scale.
2. Place the scale on a firm level surface then switch on the mains supply. The Scale will then go through an electronic self-test for 1-3 seconds. If the Scale is not stable, the display will not change. If excess TARE or other LOAD is being applied, the display will read, 'overload', until the excess weight is removed.
   When the Scale has passed the self-test and is ready for weighing the default display will show on screen.

THE DISPLAY

a. SERVICE
   The default display shows the service on the leftmost part of the first line of the LCD. In this case, Service 'Sr' (Standard Regular) is the default. The second character indicates the zone number when in air mode 'A'.
b. WEIGHT
   The weight is displayed at the rightmost part of the first line.
c. POSTAGE
   On the second line below the weight, the corresponding postage is displayed.

3. It is recommended to leave the scale always plugged in – do not switch off mains power socket. A small current will keep the weighing mechanism in operating temperature even while the scale is off.
4. To tare the current weight on the scale, press '**Zero**' key. All subsequent weight displays will be tared.

B. POSTAL SELECTIONS

Basic Services

1. **Standard Regular / Standard Large**
   T3 Singapore "wakes up" in the Standard Regular mode when first switched on.

   The above two services toggle in one key. First press of this key shows Standard Regular rates when weight is less than or equal to 40 grams. Second press shows Standard Large rates. When in Standard service, the display switches from Standard Regular to Standard Large when weight is greater than 40g but if weight is greater than 2000g, service will switch to SpeedPost IslandWide Parcel.

2. **Non Standard**
   Press Non Standard Mail key to activate Non Standard service. The display switches from Non Standard to SpeedPost IslandWide Parcel when weight is greater than 2000g.

3. **Surface Mail**
   Press Surface Oversea key to display Surface Mail rates to all countries except Malaysia and Brunei.

4. **Airmail**
   Press Zone 1, Zone 2, Zone 3 or Zone 4 keys to display desired rates for Airmail.

5. **SpeedPost IslandWide Parcel**
   Press SpeedPost IslandWide Parcel key to display rates for this service.